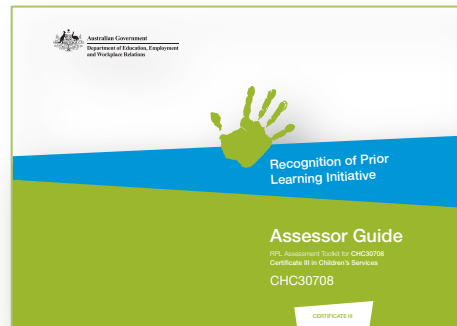


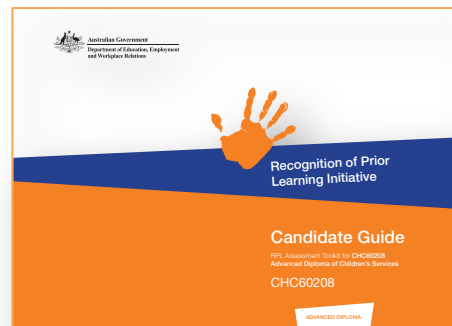
## What's in each component of the *RPL Toolkits* (CHC30708, CHC50908 and CHC60208)?

### Assessor Guide



The **Assessor Guide** explains how all the components of the *RPL Toolkit* work together and provides an overview of the steps in the process, as well as step-by-step instructions and support. It also includes some information about good practice RPL approaches. It is the key explanatory resource for the assessor.

### Candidate Guide



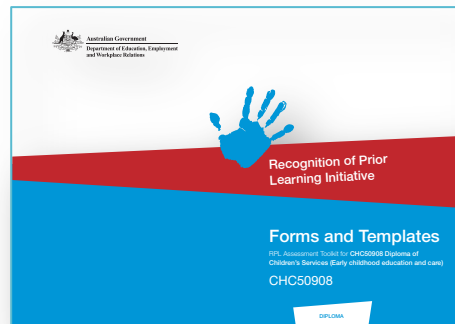
The **Candidate Guide** is a resource to help candidates to prepare for and participate in each step of the recognition processes promoted by the *RPL Toolkit*. It summarises roles and responsibilities, and explains the RPL process from the candidate's perspective. It should provide an ongoing resource for the candidate.

### Workplace Guide



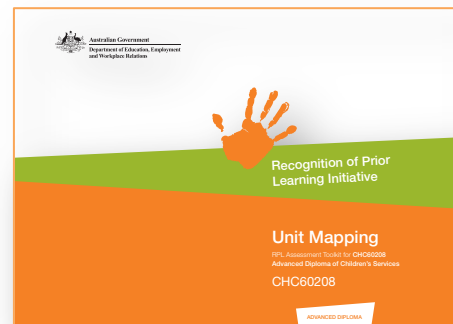
The **Workplace Guide** should help workplace representatives to understand their roles in the RPL processes – for example in verifying skills and knowledge they've seen the candidate apply in workplace tasks, and in allowing RPL assessment-related activities to occur in the workplace.

### Forms and Templates



The **Forms and Templates** resource provides the RPL forms, assessment instruments and tools, with instructions to assessors and candidates on their use (for core units and selected electives for Certificate III and Diploma, and core for the Advanced Diploma). The assessor can adapt the forms if required to suit needs.

### Unit Mapping



The **Unit Mapping** resource provides information about how the unit components relate to the RPL assessment activities. This mapping provides a basis for holistic RPL assessment across clusters of units with similar content. Its key audience is the assessor and RTO, perhaps those people responsible for compliance.

### File formats

Each resource is available in pdf and Word files.

- The pdf file is recommended for printing hard copies, or for emailing documents, particularly the Guides – for example, emailing a Guide to a candidate or workplace.
- The Word files could be used if some customisation of the documents is required, or to fill in documents electronically.

In addition, each form, assessment instrument and tool from the *Forms and Templates* resource (for each qualification) is available as an individual Word file.

This allows assessors to select the particular document they need, and save it or adapt it for a candidate (rather than locating and printing individual documents from the complete *Forms and Templates* resource).